

AGENDA

COMMITTEE ON BILLS ON SECOND READING

May 17, 2005
Aldermen Lopez, Roy,
Sysyn, DeVries, O'Neil

Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Lopez calls the meeting to order.

2. The Clerk calls the roll.

3. Ordinances:

“Amending Sections 33.024, 33.025 & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinances of the City of Manchester.”

Ladies and Gentlemen, what is your pleasure?

4. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Five

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Marketing and Retention Specialist) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Marketing and Retention Specialist, Class Code 1221, Grade 18
exempt (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Marketing and Retention Specialist
Class Code Number	1221-18

General Statement of Duties

Provides professional support to the Director of Economic Development for retention and marketing related to the promotional, economic development and business retention for the City; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide professional staff support in improving the business climate within the City of Manchester particularly related to attracting new business to the City and developing strategies for retention of businesses within the City. Develops marketing plans to attract new business to the City. Works with local financial institutions to develop strategies for ease in establishing a new business within the City. The work is performed under the supervision and direction of the Economic Development Director but leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective and harmonious working relationships with other City employees, business and community groups, business owners, developers, attorneys, financial institutions, the Chamber of Commerce, State and Federal officials and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Develops and coordinates a variety of activities, related to business development, expansion and retention.
- Conducts marketing of the City through the media, materials, trade shows and meetings;
- Serves as a staff liaison/ombudsman to the business community providing assistance to facilitate efficient business/city relationships;
- Develops public relations efforts to improve the image of the City in order to encourage new business to move to Manchester;
- Research, analyze and report on economic and market trends for the northeast area;
- Works with the Economic Development Director in implementing a coordinated business recruitment campaign;
- Studies the financial needs of economic development projects for use in designing financial assistance packages;
- Conducts meetings/workshops with business community; prepares and presents economic development plans and information;
- Monitors economic development legislation;
- Keeps immediate supervisor and designated others fully and accurately informed concerning the work progress; including presenting potential work problems and makes suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the current principles and practices associated with economic development within a municipality;
- Thorough knowledge of business administration and economic principles related to industrial development;
- Knowledge of the principles, techniques, and objectives of public relations and information;
- Knowledge of the principles and techniques of marketing and promotion;
- Ability to organize, conduct and coordinate workshops, meetings and other promotional events;

- Ability to research and analyze economic and market trends;
- Ability to develop financial analysis for projects to increase economic development;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on assigned areas of economic development projects;
- Ability to operate a personal computer utilizing customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Marketing, Public Relations, Public Administration, Economics, or a related field and
- Considerable experience in marketing and/or retention for the economic development of a large municipality.

Required Special Qualifications

- Valid NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

City of Manchester New Hampshire

In the year Two Thousand and five

AN ORDINANCE

“Amending Sections 33.024, 33.025 & 33.026 (Public Health Dental Assistant) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Public Health Dental Assistant

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Public Health Dental Assistant, Grade 12, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 7040, Public Health Dental Assistant (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Dental Assistant
Class Code Number	7040

General Statement of Duties

Assists the Manchester Health Department dental hygienists, with a goal of enhancing the public health and well being through dental health promotion and dental disease prevention. The position is a school-year position, involving 36 weeks of work at 20 hours per week.

Distinguishing Features of the Class

The work is performed under the general supervision of a licensed dentist, and under the direct supervision of a licensed dental hygienist. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with students, parents, dental professionals, and the general public. The principal duties of this class are performed in a medical environment with related risks.

Examples of Essential Work (illustrative only)

- Sterilizes and organizes instruments and equipment during patient care;
- Functions as a dental laboratory technician;
- Processes X-rays;
- Assists hygienist in administering oral prophylaxes and topical fluoride applications for preschool and elementary school students;
- Assists hygienist in health screenings at clinics and schools;
- Follows up with parents and families in determining treatment needs and possible referrals;

- Provides dental health, hygiene and disease prevention information to individuals, groups and families;
- Inventories and orders supplies;
- Processes Medicaid billing;
- Maintains reports and records related to dental health and hygiene services and compiles statistical data and other information as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of the principles and practices of preventive dental care;
- Thorough knowledge of infection control;
- Some knowledge of dental hygiene techniques as relates to the school and clinical environment;
- Some knowledge of the use of instructional practices and techniques;
- Some knowledge in the use of dental instruments;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to work independently, and with integrity;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

Experience and Training

- Graduation from high school; and
- Successfully pass the DANB Radiation, Health, and Safety exam, and complete appropriate coursework; and
- 3 years of experience as a dental assistant; or
- Graduation from an accredited school of dental assisting with completion of the certification process of the Dental Assisting National Board

Required Special Qualifications

- Completion of 12 CEU's annually if applicant is a Certified Dental Assistant
- Valid New Hampshire Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in performs assigned dental procedures;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all related medical equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all assigned areas.

Approved by: _____ Date: _____